

# The Neighborhood Partnership Fund

IDA FO Meeting Conference Call

Tuesday, July 1, 2008

10:00am-10:45am

## MINUTES

### Attending:

Cynthia Winter, The Neighborhood Partnership Fund

Karie Herrlinger, The Neighborhood Partnership Fund

Ben Helgren, Portland Housing Center

Tamera Bishop, NeighborImpact

Sarah Castagnola, Mercy Corp. NW

Shawn Winkler-Rios, Lane Microbusiness

Leah Murray, Lane Microbusiness

Deanne Goforth, NAYA

Brenda Lewis, Umpqua CDC

Rebekah Bassett, Umpqua CDC

Thomas Jensen, CASA Oregon

Maggie Reilly, CASA Oregon

### Item 1: Check-ins – Biggest Success/Biggest Challenge in the last four weeks

Tamera from NeighborImpact began: success – all of her slots are filled, all eleven (some microenterprise, a couple education). Now she is worried about having enough slots. Because of this news, she thinks they must have overcome their biggest challenge. NeighborImpact has a new counselor on board. Tamera will be chatting if she has questions about the new system. She reported that things are looking good for the center.

Leah from Lane Microenterprise reported that they are working to keep up with applications. There has been a big rush of applications, which is normal for this time of year. She reports that learning the reporting system is challenging. Leah thanked Rebekah for her help.

Cynthia reminded the group that she emailed report forms this cycle, but in the future people need to access the Members Only section of the website for the forms.

Thomas from CASA reported that they have Lettie back. They are operating with a waiting list. They are asking their partner organizations not to do extra efforts with outreach since they can't meet demand.

Deanne from NAYA reported that they have hired a new financial skills coach who starts July 14<sup>th</sup>. They are offering an all-day financial wellness class with Debra Croaker on July 19<sup>th</sup>. Deanne will be presenting at NAYA Family Center's 3<sup>rd</sup> Annual Housing to Homeownership Fair at the "Preparing to Buy" workshop. NAYA received scholarship to attend the CFED conference. She and the financial skills coach will be attending. Deanne says her challenge is that she's been avoiding

outcome tracker. She wants to go through the tutorial again. Cynthia commented that it may be easier once Deanne has clients to input.

Sarah from Mercy Corp. reported that working with SPCP and Mt. Hood Community College, is successful. Their challenges are summer vacation – people starting financial education class and not finishing. They are looking at a new way to offer classes to address this challenge.

Ben from Portland Housing Center reported that they have lots of applications. Ben also announced that he has accepted a new position and his last day at PHC will be July 11<sup>th</sup>. Itzel Spehar will be taking over Ben's position. Ben is writing things down for the training transition. Cynthia expressed that Ben will really be missed. She has seen a pick-up in applications and involvement at PHC during Ben's time there.

Brenda from Umpqua CDC reported the success of being happy moving forward on VistaShare and working through the glitches. She's excited to see some of what it can do. It's good and bad—extra layer of work. Rebekah added that they are still working out the "inactive-no," "inactive-yes" designation. Brenda continued that they are enrolling above the slots they have available. They are working on grant applications for their Three A program. Their goal for 09-10 is to be in middle schools as an after-school program. Their long-term goal is to be in every Douglas County middle school.

#### Item 2: Quarterly Reports Due

Cynthia reminded everyone that the quarterly reports are due July 15<sup>th</sup>. She then asked if FO staff is able to run FO report and demographics report in VistaShare. Rebekah said she can get it "more or less." She can't do a comparison report by quarter. According to Tim, the comparison reports are non-existing. Cynthia said that Tim is currently working on some reports for her. She will check with him regarding this problem. She explained that she and Karen, from PSU, had a conference call with Tim. Cynthia needs to go back to her notes to see if this was discussed. Cynthia referenced the FO quarterly written report form. The instructions are: "New accounts opened this quarter versus same time last year." Rebekah says she can't incorporate the quarter in her query. Cynthia asked if anyone else has tried this. Rebekah said she has not found a way to put in the time period specifics. She could not get it to look at a quarter. No one else reported trying this. Rebekah found herself surfing for a long time and then giving up. Cynthia will contact Tim and cc: the group. Cynthia said that Tim did post a correction to the demo report.

In light of the Quarterly reports being due July 15<sup>th</sup>, Cynthia asked that if possible, folks include the FO summary and demographics reports if available. This will allow Cynthia to create a summary report. This is a transition thing and may not be needed going forward.

#### Item 3: Exit Interviews needed!

Cynthia spoke to really needing the exit interviews. They are critical because everything will revolve around these. The OR Department of Revenue has been having questions about the tax credits. Plus an agreement David made with the

legislature about how the tracking would be done has come to light. It is not a slam-dunk that we'll get tax credits in 2012.

#### Item 4: Members Only section of NPF's IDA Website

Cynthia reported that most have registered. She will push back when she gets questions, asking everyone to post their questions to the list serv. She asked that everyone get in the habit of checking the website regularly, in order to stay current and up-to-date. Members can ask to be notified when topics of interest come up on the list serv. Matt went to quite a bit of work to make this section work well for us. Cynthia encouraged everyone to get on. Only Portland Housing Center has provided best practices for posting on the website. If everyone else can do this, Cynthia will get them listed. Members will be able to download and look at these documents. It's a good way to learn from each other. Cynthia will post the Conflict of Interest CDLC has created for those who allow staff to enroll in the IDA Initiative.

#### Item 5: What is Habitable?

Maggie and Brenda have provided Cynthia with information on "Habitable." Cynthia decided to defer this agenda item to the Members Only list serv. She will get the conversation going next week. In the meantime, she asked Brenda to speak briefly about the Rehabilitation Standards document she provided. Brenda explained that with a Housing Rehab Inspection they have to ascertain what will have to be completed with rehab work. In other words, a rehab project is not started unless they can walk away upon completion with the dwelling meeting the Rehabilitation Standards. Cynthia pointed out that it focuses on Habitable and not on visit-able.

Maggie talked about their document which was created as CASA's guideline, using research of what's going on across the country. Their document is a work-in-progress, a general philosophy of what makes a dwelling a safe and healthy environment for a household.

Cynthia pointed out that the two documents work well together. The group could define what is habitable. It makes sense to be consistent with other organizations. Cynthia deferred the conversation to the web. There were no questions.

#### Item 6: Other

Cynthia reported that in mid-September will be holding a session in Salem on the evaluation that PSU is doing. The data received thus far will be reviewed. It will be a good opportunity to see how the data is being used and to catch glitches. It will be held the week of September 15<sup>th</sup>. Brenda asked that consideration be made to schedule it toward the end of the week since the Asset conference is the week before. Cynthia explained that she has to work around Diane Yatchmenoff's schedule, but she will keep that request in mind.

Cynthia reported on Amy's position at NPF. Cynthia only received a couple of applications with the first application deadline. She decided that it was not enough of a pool to draw on so the deadline was extended to July 7<sup>th</sup>. Cynthia has now received a good selection of some really good candidates. Interviews begin July 9<sup>th</sup>.

Cynthia reminded everyone that there is no call scheduled in August. There will be the IDA "Road Shows" the end of July. Cynthia asked that everyone RSVP for the one they will be attending. There will be an FO meeting September 4<sup>th</sup>.

Brenda went back to the exit interview topic. She wanted to know if exit interviews from past graduates would be helpful. Cynthia will have to ask Karen. Cynthia recalled that there is a reason for taking people from the beginning of 2008 and going forward. The other reason for not using past graduates is because the long-term surveys are not done yet. Cynthia will ask Diane if 2007 graduates can be included.

Maggie asked about the decision at the last FO meeting to circulate IDA partner lists. Cynthia responded that she has not received lists from anyone.

Rebekah asked if Cynthia wanted data about the early credit scores pulled by partners for this quarterly report. Cynthia said those are for the evaluation only to see "\_\_\_\_\_ participants increased their credit scores." She does not need them for the quarterly reports.

10:45 Cynthia adjourned the meeting.